



UNITED STATES MARINE CORPS  
COMMANDING GENERAL  
BOX 788100  
MARINE CORPS AIR GROUND COMBAT CENTER  
TWENTYNINE PALMS, CALIFORNIA 92278-8100

CCO 5354.1  
32  
22 Jan 96

COMBAT CENTER ORDER 5354.1 *w/ch-1, 2*

From: Commanding General  
To: Distribution List

Subj: CULTURAL AWARENESS COUNCIL

Ref: (a) 29 CFR Part 1614 (NOTAL)  
(b) OPCMINST 12713.2A (NOTAL)  
(c) MCO P5354.1D  
(d) CCO 12713.2B

Encl: (1) Organizations/Units providing Council Membership to the Cultural Awareness Council  
(2) List of Observances  
(3) Organizing an Observance

1. Purpose. To establish the Cultural Awareness Council that will meet specific Military Equal Opportunity (EO) Program and Civilian Equal Employment Opportunity (EEO) Program requirements per the references.

2. Background. Annual observances are held in support of Presidential Proclamation, Joint Congressional Resolution, Joint Chiefs of Staff direction, and through Federal or local government authority to recognize the contributions and achievements of all groups that comprise the society of the United States. Since 1968, the Department of Defense (DoD) has proudly supported ethnic and cultural observances through the development of local programs of recognition and many other diverse activities. The DoD and the Department of Navy (DoN) Office of Civilian Personnel Management (OCPM) both sponsor and encourage commanders and civilian management to acknowledge and participate in the following special observances:

a. Dr. Martin Luther King, Jr. Day. A National holiday commemorating the life, dedication, and contributions of Dr. Martin Luther King, Jr. By signing Public Law 98-144 in November 1983, Congress and the President designated the third Monday in January as a federal holiday observing his birthday.

b. National African American (Black) History Month. This observance originally began in 1926 by Dr. Carter G. Woodson, founder of the Association for the Study of Afro-American Life and History, to coincide with 12th and 14th of February, the birthdates of Abraham Lincoln and Frederick Douglass. After the first Presidential Proclamation in 1976, this celebration is held each year during the entire month of February. The primary purpose of this observance is to disseminate information about the history of African-Americans throughout the United States and abroad.

22 Jan 96

c. National Women's History Month. Public Law 100-9 was enacted in March 1987 as an annual celebration to bring about an awareness and study of women's roles in America's history, society, and culture.

d. National Holocaust Observance. In October 1980, Congress enacted Public Law 96-388 that established the United States Holocaust Memorial Council (USHMC). Each Spring, (April/May), from one designated Sunday to the following Sunday, this council is directed to establish a "Days of Remembrance" observance to remember the victims of the Holocaust.

e. Asian/Pacific American Heritage Month. Congress enacted by Public Law 95-419 that the President is authorized and requested to issue a proclamation designating a 7-day period in May as Asian/Pacific American Heritage Week. Since the first presidential proclamation, this celebration has been redesignated to include the entire month of May.

f. Women's Equality Day. Honors the 18 August 1920 ratification of the 19th Amendment which states, "The rights of citizens of the United States to vote shall not be denied or abridged by the United States or by any State on account of sex. Congress shall have power to enforce this article by appropriate legislation."

g. National Hispanic Heritage Month. Observed annually since it was established by Public Law 90-498 in 1968 as a week long observance centered around 15 and 16 September to coincide with Mexican Independence Day and those of other Latin American Nations. Public Law 100-402 extended the week-long observance to a full month each year, beginning September 15th and ending on October 15th. The objective is to honor Hispanic-American contributions to the history, heritage and culture of the United States.

h. National Disability Employment Awareness Month. Congress passed Resolution No. 176 in 1945, designating the first week in October of each year as National Employ the Physically Handicapped Week. In 1962, the word "Physically" was removed from the week's name to recognize the employment needs of all persons with disabilities. Congress in 1988 expanded the week to a month and changed its name to the present title. Thus October became the kick-off month for year-long activities and programs to ensure the intent of Resolution 176 "to advance employment of persons with disabilities" becomes a reality.

i. National Native American Indian Heritage Month. November 22-28 was proclaimed as American Indian Week in recognition of unique and essential contributions made by this group of Americans to the United States. Public Law 102-188, March 1992, extended this observance to the entire month of November.

3. Discussion. Creating an organization that values diversity requires commanders and managers to coordinate a multitude of separate, yet, complimentary programs. The benefits of educating people in areas such as safety, discipline, and leadership have long been recognized as clearly enhancing the military's ability to secure freedom of our nation. These programs must focus awareness education on employees and members at all levels and each must be effectively communicated from the top down. Likewise, leaders and managers must encourage people to promote and pursue

greater awareness of diversity, because, just like leadership and safety, realizing the benefits of diversity will enhance mission readiness and accomplishment.

a. Leaders must set the example. Leaders should evaluate how the cultural differences and similarities among their personnel can contribute to mission accomplishment. Leaders must strive to suspend their own personal judgment by keeping assumptions in check. Making assumptions that the differences are good, bad, right, or wrong may be prejudicial judgment that is overriding the benefits of discovering diversity.

b. Differences in cultures cause people to look at and approach similar situations in different ways. People that think, believe, and feel the same may overlook important details in work and decision-making situations. Also, because of diversity in ethnic/cultural/gender values, people will respond differently to specific types of leadership styles and training methods.

c. Education of the ethnic and cultural differences at the organizational level involves creating an environment where the exchange of personal beliefs, values, ideas, feelings, and attitudes are encouraged. Sharing this type of information reduces stereotypes individuals may hold about a particular group or groups of people. Reducing and eliminating stereotypes through awareness and education helps us to appreciate and value individuality. People that feel valued are better able to concentrate on accomplishing personal and organizational objectives.

4. Policy. It is the Commanding General's policy to provide for a community approach to equal opportunity that enhances the human relations climate through increased unity, awareness, and mutual understanding of the accomplishments and contributions of all military and civilian members of the MCAGCC team and their family members.

5. General

a. The Cultural Awareness Council will act in an advisory capacity to the Commanding General.

b. The Cultural Awareness Council will consist of at least one primary and one alternate member from each organization or command listed in enclosure (1). Civilian personnel, appointees and volunteers to this Council, will be on official time during scheduled meetings and events.

c. The Cultural Awareness Council will solicit volunteers from the Combat Center military units, civilian workforce, and family members to aid in preparing and presenting ethnic/cultural observances. The importance of requesting volunteers cannot be overstated, as the goal of the Cultural Awareness Council is to share information and to communicate diversity between our MCAGCC community members.

d. Per Article 27, Section 5 of the Master Labor Agreement (MLA) between the U.S. Marine Corps and the American Federation of Government Employees, the local union is encouraged to provide representation and membership on the Cultural Awareness Council.

22 Jan 96

e. The Cultural Awareness Council will be chaired, for a period of one year, by a person designated by the Commanding General.

f. The Cultural Awareness Council will meet at least quarterly or more often as directed by the chairperson.

g. The minutes of each Cultural Awareness Council will be recorded by a member appointed by the chairperson and forwarded by the chairperson to the Commanding General, via the Director, Manpower Directorate.

h. The primary focus of the Cultural Awareness Council is to develop and plan observances and activities at the installation level per enclosure (2). These observances are designed to increase awareness, mutual respect, and understanding to the ethnic, cultural, and gender diversity issues relevant to mission readiness of all MCAGCC military units, the civilian work force, our families, and the local civilian communities. General functions include, but not limited to:

(1) Providing activities that are extensions of education and training objectives mandated by the military EO program and the civilian EEO program.

(2) Ensuring the focus of the observance is directed towards encouraging interaction and not just recognition.

(3) Measuring success of the observance as the level of cross-cultural and cross-gender participation.

(4) Coordinating events with local community organizations, such as Chamber of Commerce, cultural/ethnic organizations, and the Joshua Tree National Park Service.

i. Major Resources Required. Strong command support, leadership through planning, and adequate logistical support are the essential elements of program success. Enclosure (3) is provided as an aid to preparing for observances.

(1) Strong Command Support. Active involvement by each battalion commander and civilian management official is the primary key to program success.

(2) Quality Leadership. The chairperson and council members are also key to program success and each should be enthusiastic, aggressive, and in tune with DoD, OCPM, and MCAGCC objectives.

(3) Planning. The magnitude of the observance depends on the interest, desire and involvement of the MCAGCC community. The importance of getting everyone involved cannot be overstated. Planning must be thorough and accomplished well in advance of the event.

(4) Funding and Logistics. Adequate funding to support the observance must also be identified well in advance of the event. Without proper planning for funding or use of available logistical support, these observances will be significantly limited in success.

22 Jan 96

6. Action

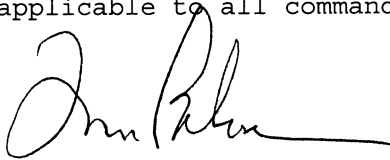
a. The Commanding General is responsible for the Military EO Program and the Civilian EEO Program and will serve as the ex officio chairperson of the Cultural Awareness Council and any other EO/EEO committees that may be deemed necessary to carry out the guidance of this Order.

b. Commanding Officers and Officers-in-Charge of organizations/units listed in enclosure (1) will appoint, in writing, one primary and one alternate (military or civilian, E6/GS-7 or above) representative. Appointed representatives will serve for a period of at least one calendar year.

c. The EEO Program Specialists for appropriated and nonappropriated fund civilian employees, the military EO Advisor, and the EO representatives for Headquarters Battalion and Marine Corps Communication Electronics School shall serve as advisory ex officio members to the Cultural Awareness Council.

d. Resident unit EO representatives are encouraged to attend and assist.

7. Applicability. This Order is applicable to all commands and organizations aboard the Combat Center.



L. M. PALM

DISTRIBUTION: A-1



UNITED STATES MARINE CORPS  
COMMANDING GENERAL  
MARINE AIR GROUND TASK FORCE TRAINING COMMAND  
MARINE CORPS AIR GROUND COMBAT CENTER  
BOX 788100  
TWENTYNINE PALMS, CALIFORNIA 92278-8100

CCO 5354.1 Ch 1  
17/3

5 Feb 01

COMBAT CENTER ORDER 5354.1 Ch 1

From: Commanding General  
To: Distribution List

Subj: CULTURAL AWARENESS COUNCIL

1. Purpose. To direct pen changes to the basic Order.

2. Action

a. On page 3, section 5, paragraph f, delete the word "mors" and replace it with word "more."

b. Enclosure (1), replace "Morale, Welfare and Recreation Directorate" with "Marine Corps Community Services Directorate."

3. Filing Instructions. File this change transmittal immediately behind the signature page of the basic Order.

F. M. STEWART  
Chief of Staff

DISTRIBUTION: A-1



**UNITED STATES MARINE CORPS**  
MARINE AIR GROUND TASK FORCE TRAINING COMMAND  
MARINE CORPS AIR GROUND COMBAT CENTER  
BOX 788100  
TWENTYNINE PALMS, CALIFORNIA 92278-8100

CCO 5354.1 Ch 2  
32  
4 Nov 03

COMBAT CENTER ORDER 5354.1 Ch 2

From: Commanding General  
To: Distribution List

Subj: CULTURAL AWARENESS COUNCIL

1. Situation. Per the reference, a pen change is directed to Combat Center Order 5354.1.

2. Action

a. In the list of references, change reference (c) to read "(c) MCO P5354.1D".

b. In enclosure (1) page 1, change "Combat Service Support Group-1" to "Combat Service Support Battalion 10", and "Aviation Ground Support Element" to "Marine Wing Support Squadron 374".

c. In enclosure (1) page 3, paragraph 5.a, change "MWR" to "MCCS".

3. Certification. Reviewed and approved this date.

4. Filing Instructions. File immediately behind the signature page of the basic Order.

  
J. D. NICHOLS  
Chief of Staff

DISTRIBUTION: A-1

Organizations/Units Providing Council Membership  
to the Cultural Awareness Council

Headquarters Battalion

Marine Corps Communication Electronics School

~~Combat Service Support Group 1~~ *Combat Service Support Battalion 10*  
~~Aviation Ground Support Element~~ *Marine Wing Support Squadron 374*

23d Dental Company

Naval Hospital

Headquarters Company, 7th Marines

American Federation of Government Employees, Local 2018

~~Morale, Welfare and Recreation Directorate~~ *Marine Corps Community Services Directorate*

Marine Corps Civilian Human Resources Office - West

Manpower Directorate

Public Affairs Office

ENCLOSURE (1)





### List of Observances

The below listed observances are established and commemorated throughout DoD and the Federal Government. From time to time, Congress and the President may establish other occasions that may require action. Commanders and civilian personnel managers are expected to publicize these events per established policy that supports and allows personnel to have a reasonable opportunity to participate in these events.

Month: January  
Dates: 3d Monday  
Observance: Martin Luther King, Jr., Birthday  
Authority/comment: Public Law 98-144, Nov 83 (Federal Holiday)

Month: February  
Dates: 1-28/29  
Observance: Black History Month  
Authority/comment: First Presidential Proclamation, Feb 1976

Month: March  
Dates: 1-31  
Observance: Women's History Month  
Authority/comment: Public Law 100-9, Mar 87

Month: April/May  
Dates: Sunday to Sunday for Week Incorporating Yom Hashoah  
Observance: "Days of Remembrance" for Victims of the Holocaust  
Authority/comment: Public Law 96-388, Oct 80

Month: May  
Dates: 1-31  
Observance: Asian Pacific Heritage Month  
Authority/comment: First Presidential proclamation, May 91

Month: August  
Dates: 26  
Observance: Women's Equality Day  
Authority/comment: First Presidential Proclamation, Aug 73

Month: September/October  
Dates: 15 Sep - 15 Oct  
Observance: National Hispanic Heritage Month  
Authority/comment: Public Law 100-402, Aug 88

Month: October  
Dates: 1-31  
Observance: National Disability Employment Awareness Month  
Authority/comment: Congressional Resolution No. 176 of 1945, amended 1988

Month: November  
Dates: 1-30  
Observance: National Native American Indian Heritage Month  
Authority/comment: Public Law 102-188, Mar 92

ENCLOSURE (2)

22 Jan 96

## Organizing an Observance

Committees: The chairperson of the Cultural Awareness Council shall establish adequate committees for each planned observance. It can not be overstated the importance of soliciting for interested and genuine volunteers to participate on these committees. Volunteers shall assist the appointed Council members. These committees shall be responsible for meeting the timetable for proper planning and coordination of each event.

I. Suggested Timetable for Organizing Observances

<u>Days before the Observance</u>	<u>Activity</u>
90	Cultural Awareness Council plans observance - Brainstorming session. Identify possible guests or ethnic groups to provide educational seminars/lectures.
85	Begin publicity for solicitation of volunteers, identify estimated funding requirements.
70	First organizational meeting, establish committees.
60	General meeting, initial publicity release.
45	Council chairperson and Committee heads meeting. Status update briefing for Commanding General.
30	General meeting with status update.
15	Council chairperson and Committee heads meeting. Main publicity effort begins. Status update briefing for Commanding General.
10	General meeting with status update.
5	Confirm all committees duties are on track.
<u>Days after the Observance</u>	<u>Activity</u>
5	Committee after-action reports are submitted to Planning Committee
10	Letters of Appreciation are forwarded.
15	After-action report submitted to Commanding General

ENCLOSURE (3)

22 Jan 96

II. Suggested Committees on the Cultural Awareness Council

1. Planning Committee

- a. Brainstorm for ideas.
- b. Develop proposed agenda of events and activities, including costs.
- c. Identify potential guest speakers to the Commanding General for approval.
- d. Prepare after-action report and consolidate input from other committees.
- e. Coordinate with the Staff Judge Advocate Office (SJA) for events requiring individual participation where injury may occur and where Government equipment is requested for events occurring off base.

2. Finance Committee

- a. Determine dollar amount available.
- b. Coordinate donations by outside activities with SJA.
- c. Coordinate sponsorship agreements with the Morale, Welfare, and Recreation Directorate.
- d. Maintain a ledger of expenses and funds collected.
- e. Costs for guest speakers may be paid from appropriated funds upon approval from the Commanding General. Coordinate with the Comptroller Directorate for further guidance as to what speakers are eligible for payment from appropriated funds.

3. Publicity Committee

- a. Plan, develop, coordinate, and implement publicity programs to increase the awareness of the accomplishments and achievements of ethnic groups and to advertise activities.
- b. Coordinate publicity with the Public Affairs Officer (PAO).
- c. Utilize Combat Center media and local community media after coordination with PAO community relations personnel.
- d. Establish contact with complimentary special emphasis groups within Morongo Basin in an effort to combine resources and possible interface with related observances within the local area.

4. Education Committee

ENCLOSURE (3)

a. Plan, develop, coordinate, and implement educational programs to increase awareness of historical significance to the cultural accomplishments and achievements of all ethnic groups.

b. Identify subjects to be presented, such as book reviews, seminars or guest speakers on a desired subject.

c. Use of the Combat Center Training and Audio Visual resources is highly encouraged.

5. Luncheon/Banquet Committee

a. Coordinate dates and obtain reservations for luncheons and banquets with open mess or MICS facilities.

b. Select menu, basing attendee cost on food only.

c. Review seating for practicality and protocol.

d. Arrange for the audio and visual support for guest speaker or group presentations.

6. Protocol Committee

a. Provide coordination with the Commanding General's staff on all matters requiring the CG's approval.

b. Solicit services of guest speakers.

c. Prepare biography of guest speakers for the Commanding General's information and for use in the local media and the planned event's program.

ENCLOSURE (3)



